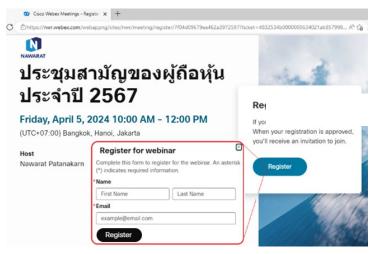


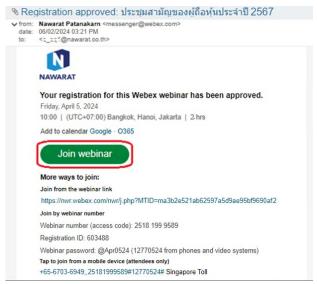
Registration process and procedure to attend the E-AGM Via Cisco WebEx program

Registration

- You will receive an email invitation from the host of the meeting. Please click the link in email invitation to identify yourself.
- Enter your first name, last name, email address, confirm email address and click submit to complete the process.



After the host approved your right to attend the meeting, you will receive the confirmation email with registration ID, event password and the link to join the meeting.

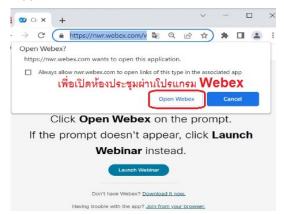


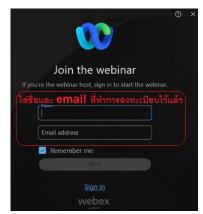


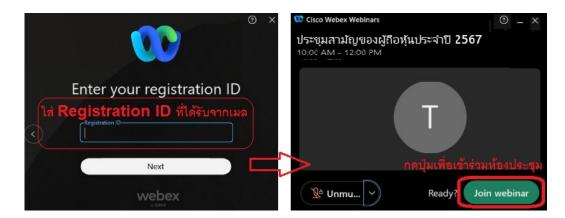
- 2. The meeting can be accessed through desktop application, web browser and mobile application
 - 2.1 Join the meeting from desktop application
 - Click on the link you received from the host to join the meeting. Enter the <u>registration ID</u> and event password, and then click "Join Now".
 - Choose "Run a temporary application".

In case you are using <u>Google Chrome</u> browser, the program will be downloaded and stored at the lower left corner of the screen.

When the download completed → click on the download file, the window "Open File - Security Warning" will appear → click "Run" → and then click "Join Event".

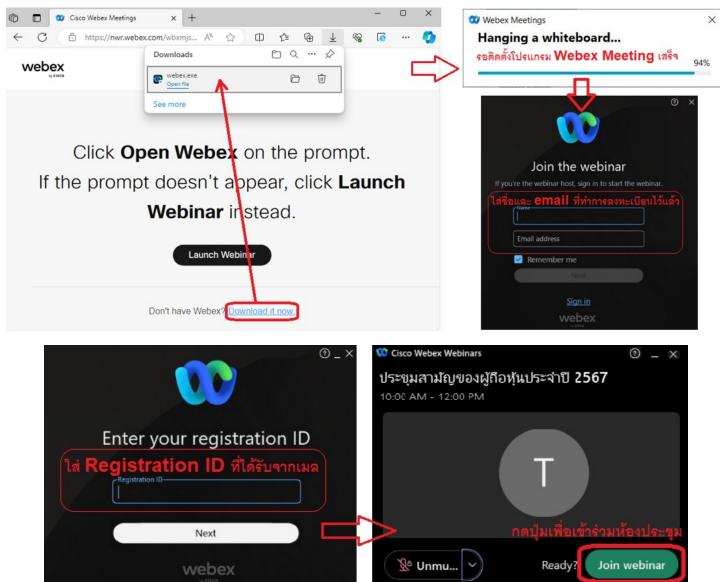






In case you are using <u>Firefox</u> browser, the program will be downloaded and stored at the icon When the download completed → click on the download file, the window "Open File - Security Warning" will appear → click "Run" → click "Join Event".

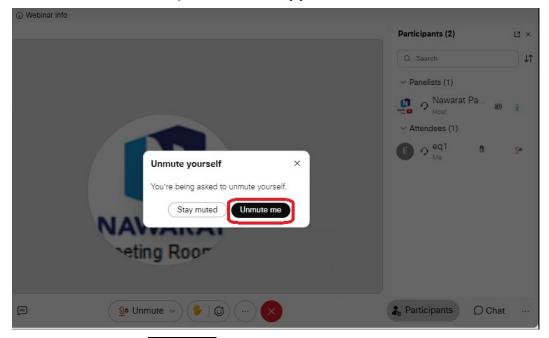




- If you wish to share your opinion by having a conversation with the announcer, please click participant menu at the lower right corner and you will see raise hand function that you can click to gain attention from the announcer.



If the announcer allows you to speak, then the red microphone icon will appear and you will be able to turn the microphone on and off by yourself.



Red microphone icon Unmute the microphone is off and not allowed to open.

Green microphone icon Mute the microphone is on and allowed to open.

If you have the right to speak, press Lower Hand so others who want to comment can raise their hands.

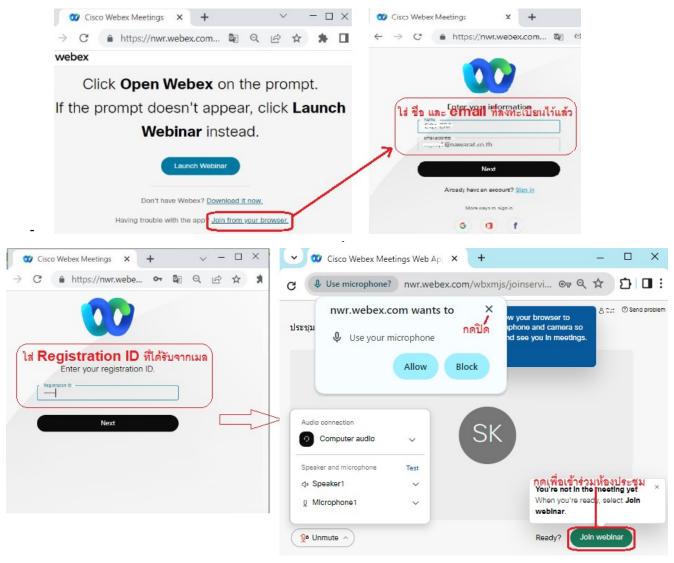


When voting session is ready, the related message will be sent via chat and the chat icon will appear. You can click the link to access E-voting.

2.2 Join the meeting from web browser

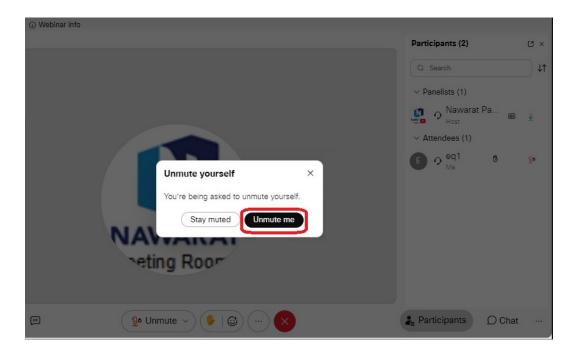
Enter the email received from the meeting organizer, press the Join Webinar button or the Link attached in the mail, the Web browser screen appears, enter Webex, press <u>Join from your browser</u> → The screen appears to fill in the registered name and email address and press Next → The screen appears to enter Registration ID and press <u>Next</u> → The meeting room screen appears, click Join webinar to join the meeting room.





- If you wish to share opinion by having a conversation with the announcer, please click Raise Hand function , the announcer will open your microphone.
- If you have been allowed to share your thought, the message Unmute yourself will appear, press Unmute me. The icon of the microphone changes to green Mute





If you have the right to speak, press Lower Hand so others who want to comment can raise their hands.



Red microphone icon **Unmute** the microphone is off and not allowed to open.

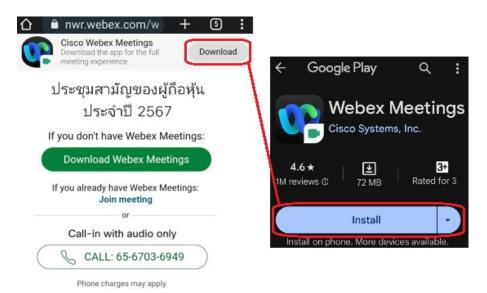
Green microphone icon **Umute** the microphone is on and allowed to open.

When voting session is ready, the related message will be sent via chat and the chat icon will appear. To access E-voting, please click the chat icon then copy the link and paste on the browser such as Chrome, IE and Firefox in order to access the E-voting.

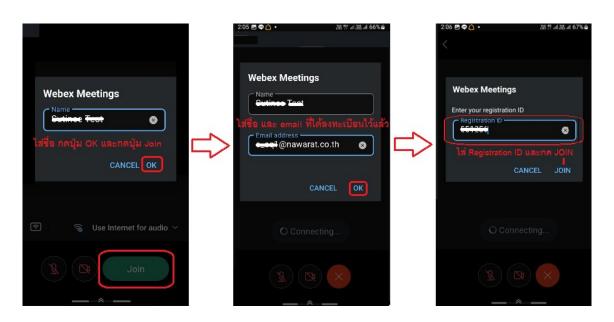
2.3 Join the meeting via mobile phone– android system

Click on the link you received from the host and the browser will apprear, press the Join Webinar button or the Link attached in the mail, the Web browser will appear, enter Webex, click <u>Download Webex Meetings</u> or click the Download button to download the application via Google play to be installed on the device.





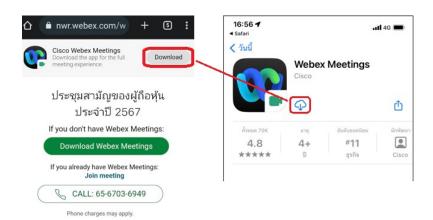
- Wait for the installation to be completed. Click on the program and then click <u>Join</u> → Webex Meeting" and request access to the program, press Accept and Allow.
- The screen appears to fill in the registered name and email address and press <u>JOIN AS GUEST</u> → A screen appears to enter Registration ID and press <u>Join</u> → A meeting room screen appears, press <u>Join webinar</u> to join the meeting room



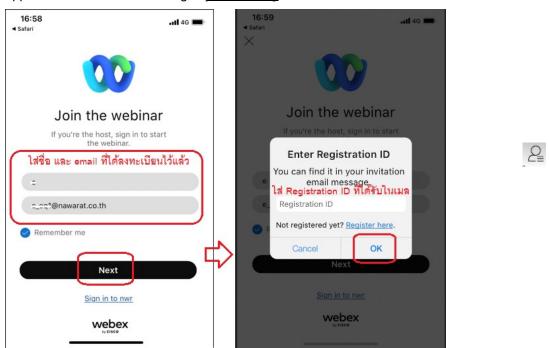
2.4 Join the meeting via mobile phone – IOS system

- Click on the link you received from the host and the browser will apprear. (If you do not have the application, please download Cisco Webex application from Appstore.)





- Wait for the installation to be completed. Click on the program and then click "I Accept" → click "Join Meeting".
- The screen appears to fill in the registered name and email and press Next → A screen appears to enter Registration ID, Event Password as received in the email and press OK → A meeting room appears and click Join Meeting to join meeting room

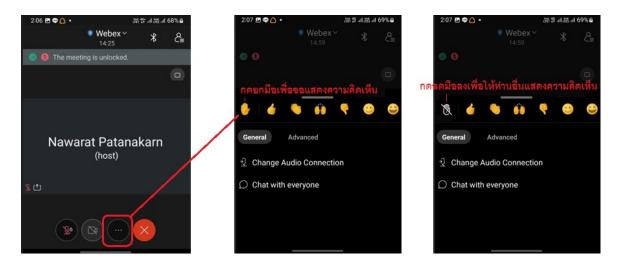


- If you wish to speak up your opinion with the announcer, please press icon to open for raising your hand.
- If the announcer allows you to share your opinion, the screen is showed you Unmute yourself you can press Unmute me and icon icon

 Mute
 - Red microphone icon unmute the microphone is off and not allowed to open.

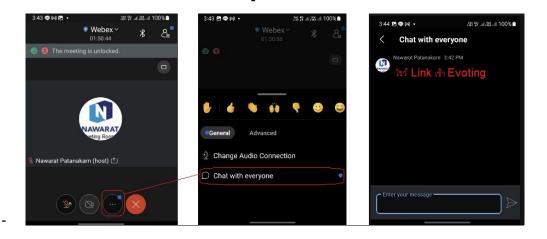


- If you have the right to speak, press → Lower Hand so others who want to comment can raise their hands.

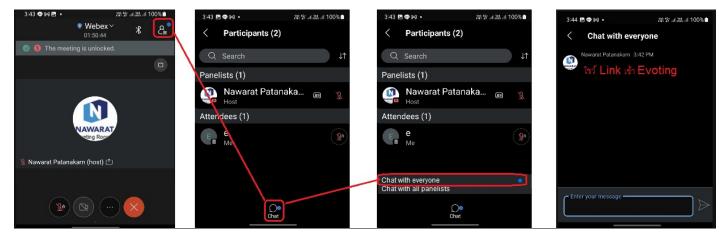


- When voting session is ready, the related message will be sent via chat and the blue dot on the

 Participants icon → Click Click Chat with everyone and appeared in blue dot
- → the chat window will appear → click the link to access E-voting.







*** In case you are connecting the internet with low bandwidth and having poor audio signal. You can use call me function instead. By below option;

After joining the event → 1. click three dot icon → 2. choose Audio Connection → 3.enter Call me 4. Key your phone number that you want to use in the meeting and the system will call you back accordingly.

